



The Caroline County Health Department

A State Agency Serving the People of Caroline County

Health Officer, Leland Spencer, M.D.

Deputy, Attilio J. Zarrella, Th.D

Bid Request for Meal Service for the Caroline Medical Adult Day Care (CMADC)

Terms:

1. Contract term: October 1, 2015 to September 30, 2016
2. Provide meals that are Low Sodium, Low Cholesterol with Diabetic Desserts;
Must be in adherence with the Federal Child and Adult Food Program (CAFP) by supplying meals with the minimum meal pattern requirements as to components and portion size;
3. Types of meals: Lunch meal only, Special Holiday meals, meals hot and/or cold with the ability to have replacement meals if meals are not acceptable and have an *Any Time Menu* available should CMADC wish to change what is being served on a specific day.
4. Have the ability to provide physician ordered special diets: Renal, Mechanically Soft, Puree
5. Cost of meal to include but not limited to:
 - a. Condiments, i.e. margarine, salt substitute, pepper, ketchup, mayonnaise, mustard, vinegar, relish, individual sugar and sugar substitute packets, etc.
 - b. Disposable plates, bowls, silverware, cups for water, juice, tea and coffee; placemats, napkins, etc.
 - c. Have supplies invoiced by the MADC: extra loaves of bread, frozen waffles – pancakes, individual diabetic jellies, instant oatmeal, diabetic syrup, tub margarine, 100% juices (Apple, Cranberry, Grape, Orange Juice) (morning breakfast/snack morning and afternoon)
6. Have the capacity to deliver meals daily ***except*** for State Holidays and weekends; or days that the center is closed (inclement weather etc). Vendor must inform CMADC as early as possible on days you are not able to deliver meals (i.e. inclement weather). CMADC hours of operation are Monday through Friday 7:30 am to 4:30 pm. Contact Phone number: 410-479-8065.
7. Willing to accept the State of Maryland Purchase Order system for payment, with submission of weekly invoices.
8. Lunch time meal to be delivered from 8:00 am and no later than 10:00 am daily for a minimum of 245 days of service with an average of 36 meals per day. Meals (hot or cold) must be delivered maintaining hot/cold specifications. Meals need to be delivered in bulk (hot food suitable for a steam table) and cold food(s) contained and/or wrapped to maintain proper temperature during transport and delivery.
9. Must provide your facility's License to Prepare food in the State of Maryland
10. All questions to be addressed by: Edna Garlic 410-479-8065
11. Bid Proposals are to be Certified Return Receipt and post-marked by 12 midnight September 8, 2015. Addressed to:

Caroline Medical Adult Day Care
ATTN: Edna Garlic, RN, Director
403 South 7th Street (Room 140)
Denton, Maryland 21629



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August 10, 2015

Attached to this letter is our Bid Request for *Meal Service for the Caroline Medical Adult Day Care*. We are located in the Caroline County Health Department in Denton, Md.

If your company is interested, please submit your bid/quote to the address listed on the Request by September 8, 2015 Midnight.

Should you have any questions, please call the Caroline Medical Adult Day Care at 410-479-8065.

Thank you for your consideration in this matter.

Sincerely,

Edna Garlic, RN, Director
Caroline Medical Adult Day Care
410-479-8065